



# South Carolina Conference of The United Methodist Church

<b>Job Title:</b>	<b>District Administrative Assistant</b>	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	District Operations	<b>Job Code/ Req#:</b>	Flexible payment arrangement
<b>Location:</b>	Orangeburg	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	Non-exempt	<b>Position Type:</b>	Part Time
<b>Direct Supervisor:</b>	District Superintendent	<b>Hours Per Week:</b>	20

## Job Description

### ROLE AND RESPONSIBILITIES

1. Provide administrative support for District Superintendent and cooperation with Orangeburg District Congregational Specialist including but not limited to:
  - Handle record keeping of Clergy and Church Files within District
  - Handling all meeting arrangements for district assigned groups (refreshments, copies, notices, etc.)
  - Scheduling conference calls, calendar management
  - Event registration
  - Answering the phone, greeting visitors, preparing mailings, purchasing office supplies
  - Review office finances, maintain district financial records
  - Prepare request for payments for District
  - Maintain District website
2. Work as a team for projects that benefit the whole office or Conference as needed
3. Assist in preparing and communicating District and Conference Reports to/for local congregations.
4. Positively represent The District Office and the Annual Conference to any persons seeking information about United Methodist ministry in South Carolina and across the connection.
5. Provide additional support functions as assigned by the District Superintendent
6. Must have reliable transportation

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

We are seeking someone with a minimum of High School Diploma and a **demonstrated ability** to operate in Microsoft Office products (Word, Excel, PowerPoint, and Publisher). It is also helpful to have experience in website development/management via Word Press and Google Apps (calendar, forms, email). In addition the ideal candidate will have demonstrated 1) Excellent customer service skills, particularly related to telephone and email communication 2) Organizational and time management skills 3) Basic bookkeeping knowledge. Must maintain confidentiality in all matters. A background check, including credit check, is required.

### PREFERRED SKILLS

Ability to maintain a sustained work effort with frequent interruptions.

### ADDITIONAL NOTES

Be sympathetic with the Christian faith and purposes of the United Methodist Denomination.



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<b>Types of Office Equipment Operated:</b> PC Computer, Copier, Fax, Scanner	<b>95% of Time</b>
Multi-line phone, computer, copier, fax, scanner, printer	
<b>Working Conditions:</b> Church Office Environment	<b>95% of Time</b>
<b>Physical Requirements:</b> Climb Stairs, Lift 30lbs, Sit for long periods	<b>95% of Time</b>

To apply, email cover letter and resume to [ordist@umcsc.org](mailto:ordist@umcsc.org).